



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

29 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy Memorandum # 23, Appropriate Control of Awards, and Promotional Items for Morale, Welfare & Recreation (MWR) Sports Programs

1. References:

a. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 1 Dec 04.

b. AR 600-8-22, Military Awards, 25 Feb 95.

c. DOD Regulation 7000.14-R, Financial Management.

2. This memorandum outlines policies and procedures governing the purchase and distribution of trophies and similar devices as awards or promotional items. Awards are classified as trophies. Trophies include but are not limited to, loving cups, plaques, badges, buttons and t-shirts which represent the type of achievement or contest. This policy will govern authorized expenditures and distribution of both appropriated and nonappropriated funds for award devices acknowledging participation and/or competition in Morale, Welfare and Recreation (MWR) contests, Youth Services (YS), or other MWR activity competitions.

3. Appropriated Funds (APF) may be used to purchase awards or promotional items for competition in intramural and athletic competition. Non-Appropriated Funds (NAF) may also be used to pay for trophies, plaques, or other items to recognize civilian and military excellence in athletic or nonathletic competition and supporting special events.

4. All property acquired by the Army, from whatever source whether paid for or not, must be accounted for as prescribed by DOD Regulation 7000.14-R, Volume 13 (Appendix A, paragraph A1007). Such accounting will be maintained through formal records. The accounting will be continuous from the time of acquisition until the ultimate consumption or disposal of the property occurs. Supporting documents will be maintained.

5. All persons entrusted with government property are responsible for its proper use, care, custody and safekeeping. Listed below are policies and procedures for trophies, t-shirts and similar items awarded in recognition of accomplishments:

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a. Appropriated Funds Guidelines for who will receive awards.

(1) Installation Management Agency (IMA) Regions or their subordinates may authorize the use of APFs to purchase trophies and similar devices for award to Soldiers and units according to criteria in AR 600-8-22 (Chapter 11) for the following:

a) Their excellence in accomplishments and competitions which contribute to increased effectiveness or efficiency of the military unit.

b) Competition in intramural and athletic events.

(2) Examples of unauthorized actions are consistently ordering too many shirts for an event so that there are plenty of extras to give away later, going around before an event and giving the event's free t-shirts to "VIPs" (Very Important Persons), giving a "free" warm up jacket as a farewell gift from the Sports Staff to an outgoing member of the Command Group.

b. Non-Appropriated Funds Guidelines for who will receive awards.

(1) Awards and promotional items will only be given to participants and the immediate support staff at MWR sponsored events or contests. Both awards and promotional items are only for events open to the entire public and there is no special treatment for VIPs and MWR staff. This is normally not property that would be put on the NAF Regional Property Center books. The trophies, t-shirts and similar items would be considered to be expendable.

(2) As with Appropriated Funds, Non-Appropriated Funds awards will be distributed as defined above in 5a. (2).

6. The point of contact is the USAG Heidelberg Fitness Coordinator, DSN 373-8687.

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

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